

## **The Regional English Language Office, Public Affairs Section of the U.S. Embassy in Kyiv, seeks English Language teachers to take part in the “English for NGOs” program.**

The RELO Kyiv office and partner organization, NGO Forum will soon launch the “English for NGOs” course for the staff of international NGOs and senior staff of national NGOs working with the consequences of the conflict in the East of Ukraine. These English courses will be delivered to learners in Slavyansk, Severodonetsk, Kramatorsk, Mariupol, Kharkiv, and Dnipro. We are looking for highly motivated educators to teach a four month face to face course in the aforementioned cities. Lessons will be conducted in the offices of the host NGOs.

### **TEACHER RESPONSIBILITIES**

1. Teach the 4-month English Language course to a group of 15-17 students with an intermediate level of English in one of the target cities.
2. Program dates will be Jan.17 – May 17, 2017. Duration of the course will be 50 hours.
3. Attend a mandatory training course in Kyiv on January 13-14, 2017.

Course content will include the use of a general classroom text and supplementary materials developed specifically for the course. Content will include the following:

Classroom textbook: 20%  
Writing project proposals: 20%  
Negotiations and communication: 20%  
Writing reports and highlights: 15%  
Vocabulary specific to NGOs: 15%  
Email and letter writing: 10%

### **ELIGIBILITY REQUIREMENTS**

- English Teaching Degree
- Experience Teaching English for Specific Purposes
- Completed application

### **SELECTION PROCESS**

Participants will be selected through an open, merit-based competition. Top candidates will be interviewed by the Regional English Language team at the U.S. Embassy.

## **COMPLETE APPLICATION INCLUDES:**

1. Curriculum Vitae (in English, no more than two pages).
2. A Motivation Letter (one page) in English expressing your desire to take part in this project, highlighting teaching experience, and providing examples of flexibility.

This program offers the candidates an excellent opportunity for professional development. Honorarium for the course development and monthly salary for course implementation will be provided by assisting project implementer NGO FORUM through a grant from the U.S. Embassy.

Please email your CV and Motivation Letter  
with the subject line "ENGLISH FOR NGOs\_YOUR LAST NAME"  
**by December 14, 2016** to: [KyivRELO@state.gov](mailto:KyivRELO@state.gov)

Only successful applicants will be informed about the results of the competition  
**by December 23, 2016.**